

Do the Numbers Limited
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Southampton, SO16 5NG
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4th June 2015

Jane Mullan, Clerk
Bramshaw Parish Council
Rooks Farm
Brook,
Hants SO43 7HD

Dear Jane,

Subject: Review of matters arising from Internal Audit for 31 March 2015

Please find below the list of matters arising following my visit this today. Overall I found the records of the council to be in extremely good order and I felt that the visit went very well.

Control area	Issue	Recommended Action
Bank statement	It is good practice for the members to initial the actual bank statement back to the reconciliation.	This should be commenced at the next meeting.
Pension autoenrollment	The staging date for the council is 1 st May 2017 by which time it needs to have a scheme in place, even though the council is too small to ever have a contributing employee. The penalties for non compliance are expected to be significant.	The Council should actively seek out appropriate professional advice on this issue.
Web site / transparency code	The council has recently migrated its information to a new website. Some items are still to be uploaded.	The current minutes, asset register, standard documents and budget all need to be published.
Members interest forms	Under the transparency code it is permitted to link to the page of the District Council on which the forms are shown.	This link should be added to the new website.

Please find enclosed my invoice for the agreed fee of £155. If either you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene